



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 3.24**

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**Subject: Fees Paid By Youth For Services Rendered in DCS Treatment Facilities**

Supersedes: DYD 2.23, 07/01/90

**Local Policy: No**

**Local Procedures: No**

**Training Required: No**

**Approved by:**

**Effective date: 05/01/00**

**Revision date:**

### **Application**

To All Department of Children's Services Directors, DCS Community Residential Facility Supervisors, Youth Development Center Superintendents, and Fiscal Officers.

**Authority:** TCA 37-5-106

### **Policy**

Youth shall be charged for certain services that are mandated neither by law nor by departmental policies, subject to the approval of the appropriate program assistant commissioner and the assistant commissioner for Administration.

### **Procedures**

#### **A. Charges permitted**

##### **1. Copying and postage**

- a) Youth must not be charged for copy machine and postage costs necessary to mail three letters per week.
- b) Copying and postage above the amount necessary for three letters per week must be charged to the youth.

##### **2. Charges not specified by policy**

- a) The amount to be charged for other services, such as replacement of lost ID's or keys and for library fines, must be approved by the superintendent or the facility supervisor.
- b) The approval of such charges by the facility supervisor/

superintendent must be in conformity with guidelines provided by the Assistant Commissioner of Departmental Treatment Facilities.

- c) To ensure consistency among the Department of Children's Services programs, at the beginning of each fiscal year, the Assistant Commissioner of Departmental Treatment Facilities must provide guidelines for each facility to follow in setting fees to be charged. The guidelines should include a list of the types of services for which youth must pay, the purpose of the service, and the recommended amounts to be charged for each.

**B. Prior notice to youth**

Staff must notify youth at least five days prior to implementing charges for services rendered.

**C. Deducting charges from youth trust funds**

1. To use a service for which there is a charge, a youth must complete form CS-0173, *Trust Fund Account - Personal Withdrawal Request*, prior to the performance of the service.
2. The trust fund custodian must note the youth's account balance on the form.
3. The trust fund custodian may enter the exact amount of the charge after the service is performed, when the actual amount of the charge is known.
4. The trust fund custodian must issue a check for the amount charged and make it payable to the State of Tennessee.
5. The trust fund custodian must post the withdrawal to the youth's trust fund account and to the control account.
6. The trust fund custodian must give the check for services to the business office employee responsible for deposits to the general fund.
7. The fiscal officer or designee must issue a pre-numbered receipt for the check and give the original of the receipt to the trust fund custodian.
8. The business office employee responsible for deposits to the general fund must prepare a deposit slip, recording the amount of the charge to the current services revenue source code.

**Forms**

CS-0173      Trust Fund Account - Personal Withdrawal Request

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**Collateral Documents**

*None*

**Standards**

None